

CITY OF SURPRISE

HEALTH BENEFITS TRUST FUND BOARD 16000 North Civic Center Plaza Surprise, AZ 85374

February 26, 2020

MEETING MINUTES

CALL TO ORDER

Chair Gwen Skorupan called the Health Benefits Trust Fund Meeting to order at 3:05 p.m. at Surprise City Hall, 16000 North Civic Center Plaza, Surprise, Arizona 85374, on Wednesday, February 26, 2020.

ROLL CALL

In attendance were Chair Gwen Skorupan, Board Member William Coniam, Board Member Renee Pastor, and Board Member Andrea Davis. Vice Chair Aaron Bacon was excused.

STAFF PRESENT:

Vicki Moss, Human Resources Manager; Lindsey Steinhoff, Human Resources Analyst – Senior; Nicholas Sarpy, Accounting Manager; Jennifer Medina, Financial Management Analyst Senior; Brandi Flores, Financial Management Analyst – Senior; Melanie Huante, Financial Analyst – Senior; Digger Oster, Risk Manager - Senior; Michelle Casciato, Workers' Comp Claims Adjuster/Safety Analyst; Alison Matthees, Internal Auditor; Harold Brady, PS Legal Advisor; Laura Roybal, Administrative Services Assistant.

PLEDGE OF ALLEGIANCE

CURRENT EVENTS REPORT

None

STAFF REPORT

None

CALL TO THE PUBLIC

None

CONSENT AGENDA

Item 1: Consideration and action to approve the December 4, 2019 Health Benefits Trust Fund Board Meeting Minutes.

- Board Member Davis made a motion to approve the minutes. Board Member Coniam seconded the motion. Motion passed.

REGULAR AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING

Item 2: Presentation and discussion of CBIZ Consulting FY2020 2nd Quarter Report.

- Michael Barberio presented CBIZ Consulting's 2nd Quarter Report for FY2020.

Item 3: Presentation and discussion of the city's unaudited Employee Healthcare and Worker's Compensation Self Insurance Funds Financial Report for FY2020 2nd Quarter.

- Nicholas Sarpy, Accounting Manager, presented the 2nd Quarter Financial report for FY2020.

Item 4: Consideration and action pertaining to the FY2021 Health Benefit Trust Fund Budget.

- Chairperson Skorupan made a motion to approve the FY2021 Health Benefit Trust Fund Budget. Board Member Pastor seconded the motion. Motion passed.

Item 5: Presentation pertaining to Workers' Compensation Program Overview.

- Digger Oster, Risk Manager, and Michelle Casciato, Workers' Comp Claims Adjuster/Safety Analyst, gave a general overview of the Workers' Compensation Program.

Item 6: Consideration and action pertaining to the FY2021 Workers' Compensation Plan Funding.

- Board Member Pastor made a motion to approve the FY2021 Workers' Compensation Plan Funding. Board Member Coniam seconded the motion. Motion passed.
- Further into the meeting, a discussion was held to clarify the fact that there will be a transfer made into the Workers' Compensation Fund from the General Fund in the amount of \$1.5M to bring the reserve up to \$3M. Board Member Davis made a new motion to approve the budget sources of \$2,763,600 and uses of \$1,263,600. Chairperson Skorupan seconded the motion. Motion passed.

Item 7: Consideration and action pertaining to placing items on future agenda.

- Board Member Pastor requested an inquiry regarding the rule in the Boards and Commissions handbook regarding electronic attendance.
- Chairperson Skorupan announced her intent to resign from the Board. This will necessitate the election of a new Chair for the Board at the next meeting.
- Board member Pastor made a motion to cancel the special meeting originally scheduled for March 11, 2020. Board member Davis seconded the motion. Motion passed.

OTHER BUSINESS

None

ADJOURNMENT

Chairperson Skorupan made a motion to adjourn the meeting. Board Member Davis seconded the motion. Hearing no further business, Chairperson Skorupan adjourned the Health Benefits Trust Fund meeting at 4:24 p.m.

Gwen Skorupan, Chair
Health Benefits Trust Fund Board

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